

GENERAL STAFF - CODE GREY

SHELTER IN PLACE

Code Grey Facility ICS Org Chart on next page

Code Grey will be initiated when there is reasonable cause to believe that an external air contamination has taken place. Implementing Code Grey will restrict potentially contaminated external air from entering the facility by shutting down HVAC systems and securing all windows and doors. The facility will be sealed to protect the occupants from the external hazard restricting entry and exiting of persons.

- If you receive notice of external air contamination notify Charge Nurse immediately.

Upon activation of Code Grey:

- Close and lock all windows and exterior doors in your work area.
- Turn off any air conditioner or fan in your work area.
- Report to the Incident Commander and wait for further instructions.
- Dampen towels and place in and around windows and doors to further reduce the amount of outside air getting in. Use tape to seal edges along the top or sides.
- No persons shall exit the building until "ALL CLEAR" is announced and the incident is over. Do not allow staff, clients or visitors to leave.

INCIDENT COMMANDER - CODE GREY

SHELTER IN PLACE

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Upon receiving notice of an external airborne hazard immediately notify all staff:

- Page over PA: **“CODE GREY”x3**
“All clients and visitors stay where you are until further directions.”
“All staff follow your Code Grey procedures.” _____
Input directions to activate PA
- Designate staff to shut down all HVAC, air exchange systems, exhaust fans, kitchen, bathroom, air conditioners and circulating fans.
- A facility map identifying the location of HVAC switches is located in the Disaster Binder, Book 1, Code Grey Section.
 - HVAC switches will be marked by: _____
Input method that HVAC switches are marked
- Designate staff to confirm that all windows and doors are closed and locked.
- If there are air spaces around any doors or windows these gaps shall be sealed:
- To seal bottom edges of windows and doors - instruct staff to wet towels roll them, and cover any gaps.
 - Instruct staff to use tape to seal edges or tops of windows or doors. Tape is located _____.
 - Consider relocating all clients, staff and visitors to a single area of the facility to reduce the amount of sealing required if this is an urgent event.
 - Implement Internal Traffic Control.
- Designate an emergency entrance to be used during Code Grey.
- This entrance should have 2 sets of doors so that there is a safety zone between them. To enter the building you would go through the external door, allow it to close and then approach the internal door.
 - Designate a staff member to assume Internal Traffic Control and use Internal Traffic Log-IN3 to record anyone entering/exiting the facility.
 - Assign staff to post External Door Sign-S2 on all locked doors to direct visitors to the emergency entrance.
- Notify Area Manager and EMS Supervisor by contacting the **Staff Call-Out Centre**
- **RESTON at 1-204-877-3925** or if unavailable
 - **SANDY LAKE at 1-204-585-2107**
 - If unable to reach either Staff Call-Out Centre, use FleetNet to contact the EMS On-call Supervisor:
- “On-call Supervisor, this is _____ Code Grey, contact our Area Manager.”
Name of facility
- When the facility is safe and the code has ended:
- Page over PA: **“Code Grey – All Clear” x3** _____
Input directions to activate PA

Reporting Forms:

- | | |
|---|--|
| <input type="checkbox"/> Incident Report Form QI-XVIII-311(a) | <input type="checkbox"/> Post Event Form-P2 |
| <input type="checkbox"/> Internal Traffic Log-IN3 | <input type="checkbox"/> Facility Status Report-F5 |
| <input type="checkbox"/> Hazardous Materials Exposure Form-H4 | |

MANAGER - CODE GREY **SHELTER IN PLACE**

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COORDINATOR and/or MANAGER(s):

- Ensure that all clients / staff are accounted for and safe.
- Ensure completion of the Disaster Notification Checklist Form-D1 as applicable.
- Ensure continuity of care is provided.
- Coordinate a debriefing for staff / clients as required.
- Consider notification of clients' next of kin or care providers following the event.
- Consult with the ARHA Executive, for providing the timely and correct release of information to the media.
- If the event qualifies as a Critical Occurrence or Serious Workplace Incident, notify Executive member or designate as per policy QI-XVIII-311.
- Verify completion of all required forms and documentation as required.**

Reporting Forms:

- Incident Report Forms QI-XVIII-311(a)
- Post Event Report Form-P2
- Facility Status Report Form-F5
- Disaster Notification Checklist-D1
- Resumption of Normal Service Checklist-R2
- Internal Traffic Log-IN3

Facility ICS – Organizational Chart

Suggested Initial Staffing for: **CODE GREY**

